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NASA Procedural Requirements

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Subject: NASA Environmental Management System

Responsible Office: Environmental Management Division

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Appendix C: Documents, Procedures, and Records

C.1 Agency Level

a. EMS Documents and Documented Procedures:

- (1) NASA NPDs and NPRs (paragraphs P.3, P.4, and Appendix F).
- (2) Objectives and Targets and EMPs (paragraph 3.3).
- (3) Metrics (paragraphs P.5 and 5.1).

b. Procedures (written or non-written).

- (1) EFR procedures (paragraphs 5.2 and 5.5).
- (2) Declaration of Conformance (paragraphs 1.1 and 1.2, Chapter 6).

c. EMS Records:

- (1) Results of HQ Environmental Management Division-led EFRs (paragraphs 5.2 and 5.5).
- (2) Management review results (Chapter 6).
- (3) Metrics reports (paragraph 5.1).

C.2 NASA Centers

a. EMS Documents and Documented Procedures:

- (1) Objectives and targets for high-priority environmental aspects (paragraph 3.3).
- (2) Environmental management programs (paragraph 3.3).
- (3) Roles, responsibilities, and authorities for implementation of EMS (paragraph 4.1).
- (4) EMS procedures applicable to tenants (paragraph 1.1.5).
- (5) Operational Control procedures associated with high-priority environmental aspects (paragraph 4.6).
- (6) Procedures to track, monitor, and measure the key characteristics of operations associated with EMS objectives and targets and associated with high-priority environmental aspects (paragraph 5.1).
- (7) Metrics (paragraph 5.1).
- (8) Declaration of Conformance (Chapter 6).

b. EMS Procedures (written or non-written):

- (1) Identification of applicable Federal, State, local, facility-specific, and permit-driven legal and other requirements (paragraph 3.2).
- (2) Communications procedures (paragraph 4.3).
- (3) EMS training procedures (paragraph 4.2).
- (4) EMS documentation (paragraph 4.4).
- (5) Document control (paragraph 4.5).
- (6) Operational Control procedures for activities associated with EMS high-priority environmental aspects (paragraph 4.6).
- (7) Emergency preparedness (paragraph 4.7).
- (8) Nonconformance and corrective action tracking (paragraph 5.3).
- (9) EMS internal audit procedures (paragraph 5.5).

c. EMS Records:

- (1) Activities, products and services, aspects, impacts, and Risk Matrix results (paragraph 3.1).
- (2) EMS training records (paragraph 4.2).
- (3) Compliance activity records in accordance with legal and other requirements (paragraph 5.2).
- (4) Calibration and maintenance records (paragraph 5.1).
- (5) Results of tests of emergency response procedures (paragraph 4.7).
- (6) Results of independent Declaration of Conformance assessments, Center-led annual EMS reviews, and reviews of compliance with local regulations (paragraphs 5.2 and 5.5).

- (7) Communication with external parties (paragraph 4.3).
- (8) Decisions made with regard to external communication of high-priority environmental aspects (paragraph 4.3).
- (9) Changes in the documented procedures resulting from corrective and preventive action (paragraph 5.3).
- (10) Management review results (Chapter 6).

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